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Job details

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ALL APPLICANTS ARE REQUIRED TO COMPLETE AND ATTACH THE SUPPLEMENTAL QUESTIONNAIRE TO THEIR STANDARD EMPLOYMENT APPLICATION.

Bulletin Number 33234BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** DEPARTMENTAL INFORMATION SECURITY OFFICER II**Exam Number** 22612A**Filing Type** Open Continuous**Filing Start Date** 04/07/2014**Salary Type** Monthly**Salary Minimum** 8,459.52**Salary Maximum** 12,804.17

Special Salary Information Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

Position/Program Information Responsible for the development, delivery and administration of information technology (IT) security standards, best practices, architecture and systems in a large to very large County department with highly complex and extensive IT security requirements, to ensure the protection and confidentiality of data and other information assets across the departmental enterprise.

Essential Job Functions

Develops and implements departmental IT security applications, policies, standards and procedures, pursuant to County Chief Information Office guidelines, to prevent the unauthorized use, release, modification, loss or destruction of data, and to

ensure the integrity and security of the department's IT infrastructure.

Administers the department's IT security related programs through Departmental Information Security Officer I's as needed.

Reviews the development, testing and implementation of IT security products and control techniques.

Consults with application and software developers to ensure production applications will meet established IT security standards.

Promotes and coordinates the development of training and education of IT security and privacy awareness for new and existing staff.

Heads a very large department's Departmental Computer Emergency Response Team (DCERT), and develops appropriate security incident notification procedures for departmental management and to the Countywide Computer Emergency Response Team (CCERT).

Coordinates departmental IT investigative matters with the CCERT, Auditor-Controller and appropriate law enforcement agencies in response to computer security compromises.

Performs routine audits and periodic unannounced inspections of departmental IT systems to ensure security measures are functioning and effectively utilized, and recommends appropriate remedial measures to eliminate or mitigate future failures on all identified system compromises.

Conducts vulnerability assessments and identifies IT system compromises or potential compromises and their sources, and coordinates investigations with the Chief Security Information Officer and Auditor-Controller, and with law enforcement agencies as necessary.

Represents the department on information technology advisory committees involving

information security issues.

Serves as the chief privacy officer for the department with regard to electronic data and records, and uses of IT systems.

Coordinates the Department's IT-related aspects of annual or biennial Internal Control Certification Program (ICCP) audits.

Participates in the review of new IT facility acquisitions, construction and/or remodeling to ensure conformance to County IT security policies and guidelines, as needed.

Manages and coordinates subordinate security officers and supervisors in a very large, distributed computing enterprise, as needed.

Directs or conducts the review, evaluation, and recommendation of software products, e.g., virus scanning and repair, encryption, firewalls, internet filtering and monitoring, intrusion detection, etc., related to IT systems security.

Participates with the County Chief Information Security Officer in the development and implementation of Countywide disaster recovery and business continuity plans to ensure appropriate IT security measures are taken into consideration.

Requirements

SELECTION REQUIREMENTS:

OPTION I: A bachelor's degree* from an accredited** college or university in Computer Science or a related*** discipline and three (3) years of recent****, highly responsible full-time time paid work experience in managing the security of multiple platforms, operating systems, software, and network protocols in a large information technology organization.

-OR-

OPTION II: Two (2) years of full-time paid recent**** work experience administering an IT security program at the level of a Departmental Information Security Officer I***** in the services of Los Angeles County.

This examination is subject to closure at anytime without prior notice.

Physical Class **Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications **TRAINING: CERTIFICATIONS:**
Certified Information Security Manager (CISM)
Certification in Risk and Information Systems Controls (CRISC)

IN ORDER TO RECEIVE CREDIT FOR POSSESSION OF DESIRED CERTIFICATIONS, APPLICANTS MUST SUBMIT A LEGIBLE COPY OF OFFICIAL CERTIFICATES AT THE TIME OF FILING OR WITHIN 15 CALENDAR DAYS FROM THE APPLICATION FILING DATE.

EXPERIENCE:

- Experience composing and developing technical presentations to convey and explain technical issues and procedures in order to effectively address technical information (I/T) and updates.
- Managerial experience including managing multiple tasks and complex (I/T) projects, changing priorities, meetings and constrained deadlines through subordinates, supervisors and/or staff to achieve department operational objectives.
- Experience in developing (I/T) policies and procedures and the development of a strategic business and (I/T) planning process.
- Knowledge and experience writing and developing Requests for Proposals, Requests for Quotations and Requests for Information.
- Experience reviewing, monitoring and negotiating contracts for capital equipment, software and/or (I/T) services.
- Experience assisting in writing reports related to technology audits and investigations.

Special Requirement Information *Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty

must provide a written statement from their university or college Registrar's Office indicating the education specialty on the university/college's letterhead. A copy of your degree, Official Transcripts, and/or written statement from the Registrar's Office must be submitted **AT THE TIME OF FILING or within 15 calendar days from the application filing date.** Credit will not be granted if evidence of degree is not received within the allowed time.

***Examples of related discipline are bachelor degree in the following: Information Technology, Information Systems, Computer Information Systems, Computer Systems, Management Information Systems, Telecommunications, Telecommunication Management, Computer Programming, Software Engineering, Healthcare Information Systems.

****Recent experience is deemed to be within the last five (5) years.

*****Experience at the level of a Departmental Information Security Officer I in the County of Los Angeles is defined as responsible for the development, delivery and administration of information technology (IT) security standards, best practices, architecture and systems for a County department to ensure the protection and confidentiality of data and other information assets across the departmental enterprise.

OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY

RESULT IN DISQUALIFICATION OR RESCISSION OF APPOINTMENT.

WITHHOLD INFORMATION: NO WITHHOLD STATUS WILL BE ALLOWED FOR THIS EXAMINATION.

Accreditation Information

******Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of a Rating from Record weighted 50% and an Appraisal of Promotability weighted 50%. The Rating from Record will evaluate education, experience, and training based on application information and Supplemental Questionnaire form.

The Appraisal of Promotability is designed to measure technical credibility, verbal and written communication skills, interpersonal and public relations, management and administrative ability, analytical and problem solving ability, and work habits and productivity.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Special Information

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies within the Department of Mental Health, Chief Information Office Bureau,

	located at 695 S Vermont Ave, Los Angeles, CA 90005.
Eligibility Information	<p>The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete for this examination more than once in a twelve (12) month period.</p>
Available Shift	Day
Job Opportunity Information	Restricted to permanent employees of the Los Angeles County Department of Mental Health who have successfully completed their initial probationary period.
Application and Filing Information	<p>ONLINE FILING ONLY</p> <p>Applicants are required to complete and submit an online Los Angeles County Employment Application in order to be considered for this examination. <u>Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application.</u></p> <p>This examination will remain open until the needs of the service are met and is subject to closure without prior notice.</p> <p>INSTRUCTIONS FOR FILING ONLINE: To apply online, CLICK on the tab above or below this bulletin which say, Apply to Job.</p> <p>Clear and legible copies of the required documents (e.g. Diploma, Official Transcripts, License, Certificates, Supplemental Questionnaire, etc. MUST BE uploaded as attachments during application submission -OR- sent by email to Blucio@dmh.lacounty.gov within 15 calendar days from date of application submission.</p> <p>The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. To receive credit, your online application must show complete license, education and work experience information. License information section must show title of</p>

license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

Completion and submission of the Supplemental Questionnaire is required for evaluation.

Candidates must provide copies of all required documents at the time of filing or within 15 calendar days from the application filing date.

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Gloria Lucio
Department Contact Phone	213.738.2855
Department Contact Email	blucio@dmh.lacounty.gov
ADA Coordinator Phone	213.738.2855
California Relay Services Phone	(800) 735-2955
Job Field	Information Technology
Job Type	All Others

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